

SATISFACTION OF JUDGMENT CHECKLIST

1. Once you have paid the creditor, have the creditor provide you with a **notarized** Satisfaction of Judgment. The form for Satisfaction is available at the Courthouse or may be downloaded from the state court website at **www.wicourts.gov** (form GF-129). Make at least one copy of the Satisfaction for your records.
2. The original notarized Satisfaction of Judgment can be mailed to the Clerk of Courts with the \$5 satisfaction fee (check or money order made payable to "Clerk of Circuit Court) at

Milwaukee County Clerk of Circuit Court
901 N. 9th St. Room 104
Milwaukee, WI 53233

To receive confirmation that your satisfaction was received and filed, you can also enclose an extra copy of the notarized satisfaction and a self-addressed, stamped envelope.

3. The original notarized Satisfaction of Judgment can also be submitted in person at the courthouse. If you are coming in person, first go down to the Record Center in Room G-9 (open 8am to 4pm) and obtain the file. Take the file up to the cashiers in Room 104 with your Satisfaction of Judgment and \$5.
4. A Satisfaction does not remove the case from online (CCAP) records. By state law, all court records are retained and remain online for a certain period of time, which varies by case type. However, the online record will show that the judgment was satisfied and the date the satisfaction was entered.